



OJP

Violence Against Women Office

Rural Domestic Violence and Child Victimization Enforcement Grant Program

Fiscal Year 2002 Application Guidelines

LETTER OF INTENT DEADLINE:
December 14, 2001

GMS REGISTRATION DEADLINE:
December 27, 2001

APPLICATION DEADLINE:
January 10, 2002

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs

Diane M. Stuart
Director
Violence Against Women Office

Office of Justice Programs
World Wide Web Homepage:
www.ojp.usdoj.gov

Violence Against Women Office
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

FOREWORD

The Violence Against Women Office (VAWO) is pleased to announce the availability of funding under the Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program). This funding is intended to support projects preventing and responding to domestic violence, dating violence, and child victimization in rural jurisdictions.

Since 1996, Rural Program funds have been helping rural communities provide better services and support to those who have suffered the devastating physical and emotional effects of domestic violence and child abuse. Rural law enforcement agencies have partnered with domestic violence victim advocacy organizations to improve the investigation and prosecution of domestic violence, dating violence, and child abuse cases, and to increase the available support for victims in rural areas. Victim advocacy organizations have created satellite offices to overcome the geographic and transportation barriers faced by many victims in more remote, rural areas. Rural communities have created public awareness campaigns to promote cultural change and involve community members in the effort to end violence against women.

However, despite these accomplishments, it is important not to lose sight of the work which still needs to be done. Many rural communities still struggle with providing basic emergency services to domestic violence victims and training law enforcement officers to respond appropriately to these crimes. Beyond the initial crisis and criminal justice intervention, domestic violence, dating violence, and child abuse victims require services and advocacy for housing, civil legal assistance and, welfare and immigration benefits. These services are crucial to the safety, integrity and self-sufficiency of victims. In addition, community-based public awareness and education is an essential component of violence prevention efforts. The involvement of housing authorities, welfare agencies, child protection services, hospitals, and faith-based organizations should not be overlooked when promoting this important cultural change.

The Office of Justice Programs (OJP) requires that all applications be submitted through the OJP **Grants Management System (GMS)**. Accessed through the Internet, this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

Please use the following application guidelines to assist you in preparing your new or continuation application. Applications must be submitted to OJP electronically through GMS no later than January 10, 2002. However, VAWO will start accepting applications immediately.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* contained in this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Awards for this program are subject to the availability of a Congressional appropriation.

You may contact the Program Administrator for the Rural Domestic Violence and Child Victimization Enforcement Grant Program, Julie Johnston, at (202) 514-9140, if you have questions or require assistance. We look forward to receiving your application.

Table of Contents

Background	1
Scope of Program	2
Statutory Rural Program Purpose Areas	2
Rural Program Priority Areas	2
Activities that May Compromise Victim Safety	4
Eligibility for Funds	5
Rural States	6
Non-Rural States	6
Indian Tribes	6
Eligibility Summary	7
Availability of Funds	8
Award Period	8
Award Amount	8
Types of Applicants	8
Program Requirements	8
Coordination with Nonprofit, Nongovernmental Domestic Violence Victim Advocacy Organizations	8
Violence Against Women Office Technical Assistance Program	10
Confidentiality	10
Measuring Effectiveness	10
State Government Applicants	10
Coordination with STOP Formula Grant Program and other Federal Efforts	11
Administrative Requirements	11
Assurances	11
Supplanting Prohibition	11
Human Subject Testing	11
Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	12
Single Point of Contact Review	12
Civil Rights Compliance	12
Reporting Requirements	13
Financial Status Report	13
Single Audit Report	13
Semi-Annual Progress Report	13
Suspension or Termination of Funding	13
Application Content	14
Application for Federal Assistance (SF-424)	14
Summary Data Sheet	14
Abstract	14
Project Narrative	15

Budget Worksheet and Budget Narrative	17
Memorandum of Understanding	19
Assurances and Certifications	20
Letter of Nonsupplanting	20
Indirect Cost Rate Agreement	20
Selection Criteria	21
Review Process	23
How to Apply	24
GMS Quick Start Guide	26

Appendices:

SF 424 Instructions	Appendix A
Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement	Appendix B
Budget Detail Worksheet and Sample Budget	Appendix C
Letter of Intent	Appendix D
Sample Letter of Nonsupplanting	Appendix E
Single Points of Contact	Appendix F
State Agencies Administering the STOP Violence Against Women Formula Grants	Appendix G
State Agencies Administering the Byrne Formula Grants	Appendix H
State Domestic Violence Coalitions	Appendix I

BACKGROUND

Recognizing that victims of domestic violence and children living in rural America are faced with unique barriers to receiving assistance, Congress created the Rural Domestic Violence and Child Victimization Enforcement Grant Program (hereinafter referred to as the Rural Program). The Rural Program implements certain provisions of the Violence Against Women Act, passed by Congress in 1994 and reauthorized in the Violence Against Women Act of 2000.

Rural women¹ and children, who are victims of domestic violence and abuse, face additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural communities significantly compound the problems confronted by women and children seeking support and services to end the violence in their lives. The unique circumstances of rural communities complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, and child victimization cases. In addition, sociocultural, economic, and geographic barriers create difficulties for victim service providers to identify and assist victims of domestic violence, dating violence and their children.

Through the Rural Program, the Office of Justice Program's (OJP) Violence Against Women Office (VAWO) has provided financial assistance to states, Indian tribal governments, local governments of rural states, and other public and private entities in rural states since 1996. The Rural Program reflects OJP's firm commitment to enhance rural communities' capacity to respond to crimes of domestic violence and dating violence, including acts committed by a current or former intimate partner that threaten, intimidate, or cause physical harm. In addition, it reflects OJP's commitment to reduce and prevent child victimization.

The primary purpose of the Rural Program is to enhance the safety of victims of domestic violence, dating violence and their children by supporting projects uniquely designed to address and prevent domestic violence, dating violence, and child victimization in rural America. The Rural Program welcomes applications that propose innovative solutions to obstacles for abused women and children created by the rural nature of a particular community. Unique partnerships, typically not found in urban settings, are encouraged.

¹Although both women and men may be victims of domestic violence, sexual assault and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Data on male victimization do not document comparable victimizations and injury levels, account for self defense, and measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women. However, applicants who receive grants under this program must serve all victims regardless of gender.

SCOPE OF PROGRAM

The FY 2002 Rural Program provides a unique opportunity for jurisdictions to further examine and design community responses, policies and programs to address their unique social, economic, and geographic conditions. Applicants are encouraged to develop projects that address the needs of rural law enforcement and prosecution agencies, the courts, and nonprofit, nongovernmental victim services programs that respond to domestic violence, dating violence, and child victimization. Applicants are encouraged to create or enhance partnerships between rural justice agencies and community organizations, health care providers, schools, and businesses that promote cultural change, and to develop policies and practices that enhance the safety of victims and children and that hold offenders accountable for violent, abusive behavior. Because such collaboration is a core component of the Rural Program **all applicants are required to enter into a formal memorandum of understanding with at least one nonprofit, nongovernmental domestic violence victim services program.** The role of these victim services programs in this collaboration should be meaningful and ongoing and include compensation for participation. An applicant may be exempt from this requirement if it is a domestic violence victim service program applying on its own behalf.

The scope of the Rural Program is defined by the following authorized program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Projects addressing one or more of the program priority areas will receive priority consideration. However, proposed projects do not need to address multiple purpose or priority areas in order to receive support.

Statutory Rural Program Purpose Areas

The Rural Program will support projects that:

- ◆ Implement, expand, and establish cooperative efforts and projects between law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, and child abuse;
- ◆ Provide treatment, counseling and assistance to victims of domestic violence, dating violence, and child abuse, including in immigration matters; and
- ◆ Work in cooperation with the community to develop education and prevention strategies directed toward such issues.

Rural Program Priority Areas

In June, 2000, the National Institute of Justice in partnership with Cosmos Corporation completed the first phase of the National Evaluation of the Rural Domestic Violence and Child Victimization Grant Program. Phase I of the evaluation assessed the implementation of grant activities for 92 grantees funded in fiscal years 1996 to 1998. The Cosmos evaluation included a review of progress reports, phone interviews with rural grantees, interviews with VAWO program managers, and site visits to 16

grantee programs. The lessons learned from the evaluation of the Rural Program have provided insight into how rural communities are successfully implementing projects responding to domestic violence, dating violence, and child victimization. To build upon this knowledge, OJP is especially interested in supporting projects that would implement one or more of the following objectives:

Establish or Enhance Safe Shelter and Emergency Services for Rural Victims

- ▶ Establish safe shelter for victims of domestic violence, dating violence, and their children in rural areas where a shelter does not currently exist, such as a safe house network or a transportation program to enable victims to access a shelter in an adjacent county or state.
- ▶ Increase the accessibility of emergency services to domestic violence, and dating violence by establishing or enhancing toll-free crisis lines, implementing cellular phone programs for victims, or creating satellite offices in more remote, rural areas.

Establish or Enhance Advocacy Services for Rural Victims

- ▶ Enhance the capacity of victim services programs to provide individual and system advocacy (i.e., efforts to improve the criminal justice or other systems' responses to victims) for victims in rural, remote areas. Advocacy skills-building, training programs or mentoring activities should include participation from state or tribal domestic violence coalitions or local non-profit, non-governmental organizations serving domestic violence victims.
- ▶ Develop and implement advocacy services to assist domestic violence, dating violence and child abuse victims with long term needs such as transitional housing, civil legal representation, welfare advocacy, immigration assistance, educational assistance, and job placement or training programs designed to restore victim autonomy, self-sufficiency, and liberty.

Create Public Awareness

- ▶ Create public awareness campaigns directed toward rural communities using public information vehicles (e.g., radio programming, church bulletins, public service announcements) available within the community to inform victims of services, to educate the public and promote cultural change, and to promote a strong coordinated community response to domestic violence, dating violence, and child victimization.

Address the Intersection of Domestic Violence and Child Victimization

- ▶ Develop partnerships among child protection workers and domestic violence victim advocates to help address the intersection of domestic violence, dating violence and child abuse, and to ensure the safety of victims and their children.
- ▶ Develop programs that address the impact of domestic violence on children who are exposed to it, such as enhancing the capacity of programs that serve domestic violence victims to include specialized services for their children; establishing a multi-disciplinary approach to working with children who are exposed to domestic violence, which includes-victim advocates, clinicians, law enforcement representatives, educators, and pediatricians; and facilitating supervised visitation and exchange services in child custody cases that involve domestic violence in order to prevent further trauma to the children and abused parents.

Assist Victims of Diverse Rural Communities

- ▶ Implement projects sensitive to the social, economic, linguistic, and cultural considerations that can dramatically affect domestic violence victim's access to advocacy services and the criminal justice system by providing services to traditionally underserved populations in rural communities. Projects must be developed in partnership with representatives of the affected communities and tailored to respond to the needs of those specific communities.

Develop A Coordinated Community Response

- ▶ Create new or enhanced partnerships between non-profit, non-governmental domestic violence programs, community groups, faith communities, housing authorities, welfare agencies, hospitals, child protective services, schools, and businesses to increase the number of individuals who are well-educated about domestic violence, dating violence, and child victimization and who can advocate on behalf of victims and children in rural or remote areas, increasing the chances of victims receiving necessary support and services.
- ▶ Develop partnerships between the criminal justice system, domestic violence advocates and batterer intervention programs to better facilitate offender accountability and enhance victim safety.

Improve the Institutional Response

- ▶ Evaluate the institutional response to domestic violence cases by conducting a *Safety and Accountability Audit*² of the criminal justice system, (i.e., a systematic method of analyzing how safety and accountability are or are not incorporated into the daily work routines of criminal justice professionals and the policies of their agencies).
- ▶ Develop domestic violence, dating violence and child victimization policies and protocols and tribal codes reflective of the nature of the rural community to be served to enhance the investigation and prosecution of incidents of domestic violence, dating violence, and child victimization. Protocols should be designed to make use of all available resources within the community and should be developed and implemented in partnership with domestic violence victim services programs.
- ▶ Implement policies, protocols and practices that enhance the issuance and enforcement of civil protective orders within a single jurisdiction as well as across county, state and/or tribal jurisdictions. Policies, protocols and practices should be developed and implemented in partnership with domestic violence victim services programs.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Rural Program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a battered woman to testify against her abusive partner may place her at greater risk of continuing or escalating violence. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing any of the activities listed below:

²Pence, E. and Lizdas, K. *The Duluth Safety and Accountability Audit: A Guide to Assessing Institutional Responses to Domestic Violence*, 1998.

- ▶ Offering perpetrators the option of entering pre-trial diversion programs. Diversion programs and alternative dispositions can send a message to victims and perpetrators that abuse is not a serious crime. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used merely as a means of managing the docket rather than serving the interests of justice.
- ▶ Mediation or counseling for couples as a systemic response to domestic violence. Mediation and couples counseling imply that both parties are responsible for the violent behavior of the perpetrator or primary aggressor. It is wholly inappropriate to sanction the victim or hold the victim equally accountable for the offender's behavior. Furthermore, mediation requires two parties with equal power to voluntarily reach an agreement about the issue at hand. In abusive relationships, the power and control exercised by batterers over time may leave victims in a state of constant fear. This power imbalance makes it nearly impossible for any agreement between the two parties to be voluntary.
- ▶ Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Batterer intervention programs funded through the Rural Program must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority; for that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus only on controlling anger and impulses, managing emotions, developing communication skills and dealing with stress are not designed to hold batterers to this level of accountability.
- ▶ Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. When handling domestic violence cases, police officers' and prosecutors' decisions must be grounded in ensuring that the victim is safe. To that end, criminal justice professionals should work in close concert with victims to help guide decisions. While there are certainly instances in which prosecutors should proceed without the testimony of victims, victims should always be consulted because they are the best judges of the dangerousness of their situation.
- ▶ Procedures that exclude victims of domestic violence and their children from receiving safe shelter, advocacy services and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children. Often victims of domestic violence are forced to choose between their older male children and receiving safe shelter due to shelter restrictions on the age of male children. Other times victims are refused services if they have a criminal record or if they have been prostituted, both which may have been a result of the abuse. Victim safety is compromised when victims are excluded from services. Programs should institute policies and procedures grounded in the principle of victim safety.

ELIGIBILITY FOR FUNDS

By statute, states, Indian tribal governments, local governments of rural states, and public and private entities of rural states are eligible to apply for grants to address domestic violence and child

victimization under this program³.

For the purposes of this grant program, states are classified into two categories, rural states and non-rural states. The classification of a state as rural or non-rural determines the eligibility of local governments, and public or private entities within a state, to apply directly to the Office of Justice Programs for funds under this program, and restricts the usage of program funds in non-rural states to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one state.

Rural States

By statute, a *rural state* is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1997⁴.

The following states are classified as rural: *Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming*. Applicants within rural states that are eligible to apply for grants under this program are the state government, Indian tribal governments, local units of government, public entities and private entities.

Non-Rural States

The only eligible applicants from a non-rural state are the state government or Indian tribal governments. A non-rural state government may apply on behalf of one or more of its rural jurisdiction(s). The definition of a *rural jurisdiction* within a given state is determined by the respective state government. The following states are classified as non-rural for the purposes of this program: *Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin*.

Indian Tribes

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village, or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental domestic violence victim services program, native women's

³42 U.S.C. § 13971

⁴42 U.S.C. § 13971; 42 U.S.C. § 3796bb(b)

group, or community organization representing the views and concerns of domestic violence survivors.

Eligible applicants under this program include: an individual tribal government, a consortium of tribal governments, a tribal government on behalf of a non-tribal government, and/or an organized community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Statutory Eligibility Summary

Within These Designated Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	1) The State 2) Local Governments 3) Public Entities 4) Private Entities
Within These Designated Non-Rural States:	The Eligible Applicant Is:
Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin	1) The State, which may apply on behalf of one or more of its rural jurisdiction(s)
Within These Indian Tribal Governments:	The Eligible Applicants Are:
Federally Recognized American Indian and Alaska Native tribal governments	1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians

AVAILABILITY OF FUNDS

Funds for this program have not been appropriated for FY 2002; however, the Office of Justice Programs and the Violence Against Women Office have made the decision to post an advance solicitation of the Rural Program to expedite the award process in the likely event of a FY 2002 appropriation. **Awards for this program are subject to the availability of a Congressional appropriation.**

Award Period

The award period for these grants will be 24 months. Budgets must reflect 24 months of project activity.

Award Amount

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. It is unlikely OJP will make awards in excess of \$500,000 for local and tribal projects and state or local agencies applying on behalf of fewer than 5 rural counties. It is unlikely OJP will make awards in excess of \$900,000 for multi-jurisdictional, multi-state and tribal consortium projects. (Multi-jurisdictional projects are those that propose to serve 5 or more rural counties.) Continuation budgets should not greatly exceed prior budget amounts. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

Types of Applicants

In Fiscal Year 2002, OJP's Violence Against Women Office will accept applications for the Rural Program from both current grantees and new applicants.

Current grantees include states, Indian tribal governments, local governments of rural states, and public and private entities of rural states that received an award through the Rural Program in Fiscal Year 2001 or earlier. Current grantees are eligible for continuation grants to support on-going grant activities or to enhance those activities for an extended period of time.

New applicants include any states, Indian tribal governments, local governments of rural states, and public and private entities of rural states that are not currently receiving funds through the Rural Program.

PROGRAM REQUIREMENTS

Coordination with Nonprofit, Nongovernmental Domestic Violence Victim Services

Programs

All applicants are required to enter into formal, respectful collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence. Community-based domestic violence victim advocates must be involved in the development and implementation of the project.

Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs.

In addition, victim services programs should meet **all** of the following criteria:

- ▶ Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence or stalking.

Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation and economic control. Project managers should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.

- ▶ Victim services programs must reflect (e.g. through mission statements, training for all staff, etc.) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion.

Victim services programs must have this understanding because perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.

- ▶ Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, applicants should demonstrate a need for the proposed services for a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty.

- ▶ Victim services programs must not engage in activities that compromise victim safety.

Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that

both parties are responsible for the perpetrator's violence; failing to respect victim autonomy and decision making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.

VAWO Technical Assistance Program

Grant recipients are required to work collaboratively with staff from VAWO; Praxis International, Inc., the Rural Program Technical Assistance Project; and other OJP-designated technical assistance contractors. Grant recipients will be asked to identify advocates from local domestic violence victim services programs, law enforcement officers, prosecutors, judges and other representatives from the criminal justice system and the community to participate in education and training workshops and other technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Confidentiality

As a special condition of the awards, all grantees, subgrantees and their project partners must have written confidentiality policies in place prohibiting the disclosure of a victim's name, address, telephone number or any other identifying information without the prior voluntary written consent of the victim to the extent permitted by law.

Measuring Effectiveness

As a special condition to the award, grantees will be required to collect and maintain data that measures the effectiveness of the jurisdiction's efforts to combat domestic violence, dating violence and child victimization. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and VAWO must now report to Congress on the effectiveness of each Rural project. Therefore, grantees must collect and maintain data that measures the success of the jurisdiction's current and prior efforts to combat violence against women and children. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant-supported activities. Data of particular interest to OJP includes, but is not limited to, increases or decreases in the number of: persons served and type of service provided; persons seeking services who could not be served; 911 calls; arrests; dual arrests; domestic violence, dating violence and child abuse case prosecutions or dismissals; domestic homicides; recidivism rates; conviction rates for domestic violence and child abuse cases; and protection order violations.

State Government Applicants

The Office of Justice Programs encourages non-rural states to apply on behalf of multiple rural jurisdictions since individual rural jurisdictions located in non-rural states are not eligible to apply on

their own behalf. If a state government (rural or non-rural) elects to submit an application on behalf of more than one jurisdiction, the state agency should partner with the state domestic violence coalition in order to develop and implement a cohesive plan for addressing violence against women and children in the state's rural jurisdictions. In addition, tribal governments or tribal domestic violence coalitions located within the state should be involved as project partners. This is an opportunity for states to develop and set policy for rural domestic violence, dating violence and child victimization programming. Some examples of cohesive state plans include: supporting rural organizers to help establish services for victims in several rural, isolated areas of the state; supporting a statewide initiative to enhance the response to domestic violence in underserved populations in rural jurisdictions; funding state or tribal coalitions to provide outreach and training to rural jurisdictions; and developing a project to enhance the judicial response to domestic violence victims in rural and/or tribal jurisdictions.

Coordination with STOP Formula Grant Program and Other Federal Efforts

To ensure the consistency of state goals with respect to reducing violence against women, states are encouraged to submit applications through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. Applicants are required to submit a copy of their applications to the state agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices G and H, respectively.

ADMINISTRATIVE REQUIREMENTS

Assurances

This package includes a list of assurances that the applicant must comply with in order to receive Federal funds under this Program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part

46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must agree to the Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

REPORTING REQUIREMENTS

Financial Status Report

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Single Audit Report

Non-federal entities that expend \$300,000 or more in Federal funds (from all sources including pass-through subawards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. The audit report is due to the Federal Audit Clearinghouse not later than nine months after the end of the recipient's fiscal year.

Semi-Annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for any of the following reasons:

- ▶ Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act, program guidelines issued thereunder, or other provisions of Federal law;
- ▶ Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- ▶ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- ▶ Implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding; or
- ▶ Filing a false certification in this application or other report or document.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

APPLICATION CONTENT

Under the Grants Management System (GMS), the SF-424 will be completed online; the project narrative, budget narrative, which includes the budget worksheet, and other program attachments will be submitted as online attachments; the memorandum of understanding (MOU), indirect cost rate, and letter of nonsupplanting will be submitted by fax (or online under “*Other Program Attachment*” if applicants have these documents available electronically). ***Applicants should register online at least two weeks prior to submission of their application. Applications are due by January 10, 2002.*** A fully executed application, for the purposes of this Program, must include the following:

1. Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS.

The Catalog of Federal Domestic Assistance number for this Program is 16.589, and the title is Rural Domestic Violence and Child Victimization Enforcement Discretionary Grants Program (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

2. **Summary Data Sheet (not to exceed one page)**

On one page, please identify 1) the agency and type of agency (i.e., local government, state government, tribal government, nonprofit organization) applying for funding; 2) the nonprofit, nongovernmental victim service program collaborating on this project; 3) whether this is a new or continuation application; 4) whether this project is a local, tribal, multi-jurisdictional, multi-state or tribal consortium project; 5) whether the applicant is from a rural or non-rural state; 6) the regional area(s) (city, town, county, or unincorporated area) where this project will be implemented; 7) the population and square mileage of region to be served; and 8) the *Rural Program Statutory Purpose Areas and Priority Areas* addressed by this proposal.

3. **Abstract (not to exceed one page)**

A summary describing the proposed project and how it would fit into the applicant's overall strategy to reduce rural domestic violence, dating violence and child victimization should be prepared. The summary must clearly indicate in what jurisdictions the project will be implemented (grantees from non-rural states must list the rural jurisdictions in which the project will be implemented). ***Applicants not serving rural communities will not be considered for funding.***

4. **Project Narrative**

The Project Narrative may not exceed 15 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

a. **Effectiveness of the Current Project (not to exceed one page):**

As a result of VAWA 2000, and in connection with prior programmatic reporting requirements, all grantees are now statutorily required to report on the effectiveness of their programs. Further, VAWO must now report to Congress on the information about program effectiveness that is received from all grantees.

This section, to be submitted by continuation grantees only, should describe the effectiveness of the current project, including descriptions of systems and attitudinal changes which have occurred as a result of VAWO grants in your state, tribe or community. Please provide a description that illustrates the "before and after" impact of the existing project, including any data on how grant funds have effected the number of victim calls, number of victims served as well as the type of services provided to victims and their children, the number of persons who could not be served, 911 calls, arrests, dual arrests, prosecution and dismissal of domestic violence and child abuse cases, conviction rates, recidivism and domestic homicide.

b. **Status of the Current Project (not to exceed two pages):**

This section, to be submitted by continuation grantees only, should describe what has been accomplished by the current project, including: 1) a list of the goals and

objectives for the original project, describing the status of each; 2) the status of completion of any project products; 3) unanticipated obstacles to project implementation.

c. **Need for the Project (not to exceed one page):**

This section should briefly: 1) describe the problem to be addressed and how funding would alleviate it; 2) identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and 3) describe the communities in which the project would be implemented, including location, population, and demographic information.

If available, a map of counties for a multi-jurisdictional or multi-state project which shows the counties to be served in relation to the rest of the state in which they are located should be appended to the application.

d. **What Will be Done (not to exceed five pages):**

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives and activities. The applicant should describe how additional funding will continue and/or enhance the existing project. Project activities must reflect the *Statutory Rural Program Purpose Areas* as listed on page 2, and should reflect one or more of the *Rural Program Priority Areas* as listed on pages 2-4.

e. **Who Will Implement the Project (not to exceed two pages):**

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced. Applicants are required to coordinate in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs. Applicants should identify the nonprofit, nongovernmental domestic violence victim services programs partnering on the proposed project and clearly describe how those project partners meet the criteria for domestic violence victim services programs outlined in this solicitation. (*Please refer to the victim services program guidelines on pages 8-10.*)

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

f. **The Products (not to exceed one page):**

This section should describe the products that will be generated and how they could be used to assist other rural jurisdictions in addressing domestic violence and child

victimization. Grantees will be required to submit all products to VAWO for review prior to public release.

g. **How Effectiveness Will be Measured (not to exceed one page):**

This section should describe the criteria that would be used to measure the project's effectiveness. It should explain how effectiveness will be measured and identify the specific data collection and analysis techniques to be used. Project evaluation should be designed to provide an objective assessment of the effectiveness or impact of the procedures, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

h. **Sustainability Plan (not to exceed one page)**

Because this is a discretionary grant program there is no guarantee of continuation funding. Applicants are required to include a statement describing their willingness and capacity to continue the project after Rural Domestic Violence and Child Victimization grant funds are no longer available and a brief narrative describing how the costs of sustaining this project will be gradually absorbed by states, tribes and local communities over time.

i. **Related Federal Projects**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

1) a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts⁵, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;

2) information on any pending application/s for Federal money for this or related

⁵ *Related efforts* is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

efforts;

3) how existing efforts would be coordinated with the funding sought through this application; and

4) how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices G and H, respectively). Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.

5. **Budget Worksheet and Budget Narrative**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. It is unlikely OJP will make awards in excess of \$500,000 for local and tribal projects and state or local agencies applying on behalf of fewer than 5 rural counties. It is unlikely OJP will make awards in excess of \$900,000 for multi-jurisdictional, multi-state and tribal consortium projects. (Multi-jurisdictional projects are those that propose to serve 5 or more rural counties.) Continuation budgets should not greatly exceed prior budget amounts. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget **must include** compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence victim services programs and state and tribal domestic violence coalitions.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects.

Supplemental contributions may be cash, in-kind services, or a combination of both. Any match contributions can be discussed in the project narrative, however, match contributions should **not** be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require VAWO's prior approval.

All applicants **are required** to allocate funds (\$30,000 for multi-jurisdictional, multi-state and tribal consortium projects, and \$ 20,000 for local, individual tribal projects, and state or local agencies applying on behalf of fewer than 5 rural counties) to support travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site

consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. These funds are to be used **only** for OJP-designated technical assistance unless otherwise approved by the Violence Against Women Office. If awarded, VAWO will provide you with information on approved technical assistance activities.

This required amount of \$20,000 or \$30,000 should be included in the “travel” category. **Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.).** VAWO estimates that rural grantees will attend 6 technical assistance events (3-4 people per event) at \$800-\$1,200 per person during the 24 month grant period.

Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Budget Detail Worksheet is included in this solicitation. You will submit your budget and budget narrative online as one attachment under “Budget Narrative”; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. the proposed amount and uses of grant funds over the grant period; and
- b. how the amounts of the specific budget items were determined.

6. **Memorandum of Understanding (MOU)**

Each application **must include**, as an attachment, a current (i.e., signed and dated during the development of the proposal) memorandum of understanding created and signed by the chief executive officers and/or directors of: relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation); nonprofit, nongovernmental domestic violence victim advocacy organizations, women’s groups or community organizations that represent the views and concerns of domestic violence survivors; and other community agencies or organizations that will collaborate to implement the project. **The memorandum of understanding must do the following:**

- ▶ Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ▶ Specify the extent of each party’s participation in developing the application;
- ▶ Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- ▶ Identify the representatives of the planning and development team who will be

responsible for developing and implementing project activities and describe how they will work together and with project staff;

- ▶ Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- ▶ Indicate approval of the proposed project budget by all signing parties; and
- ▶ Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Note: All projects must include participation from a nonprofit, nongovernmental domestic violence victim services program.

Letters of support may not be submitted in lieu of the memorandum of understanding (MOU).

Nonprofit, nongovernmental domestic violence victim services program may submit a memorandum requesting an exemption in lieu of an MOU for VAWO's review and approval.

A memorandum requesting an exemption must do the following:

- ▶ Include the mission statement and goals of the organization;
- ▶ Describe the number of years the agency has been active in the community and the organizations accomplishments in the community;
- ▶ Describe the services currently provided for victims;
- ▶ Discuss how the agency meets each of the criteria for victim service programs (listed under program requirements pages 8-10).

All MOUs must be faxed to both 202/354-4140 and 202/354-4147. Please reference the *Rural Domestic Violence and Child Victimization Enforcement Grant Program* and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under "*Other Program Attachment*."

7. **Assurances** (Form 4000/3) and **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements** (Form 4061/6). Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*
8. **Letter of Nonsupplanting**- A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*).

The letter of nonsupplanting must be faxed to both 202/354-4140 and 202/354-4147. Please reference the *Rural Domestic Violence and Child Victimization Enforcement Grant Program* and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under “*Other Program Attachment*.”

9. **Indirect Cost Rate Agreement** - If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

The indirect cost rate agreement must be faxed to both 202/354-4140 and 202/354-4147. Please reference the *Rural Domestic Violence and Child Victimization Enforcement Grant Program* and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under “*Other Program Attachment*.”

Applications must be submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process.

Signed Memoranda of Understanding and Letters of Nonsupplanting should be faxed to both (202) 354-4140 and (202) 354-4147. Be sure to reference your assigned application number and the Rural Program on each page.

Applications will be accepted immediately, but must be received no later than January 10, 2002

SELECTION CRITERIA

All applications will be rated on the basis of the criteria set forth below:

- ▶ The proposal addresses an issue that is consistent with the statutory purposes of the Rural Program, particularly if it addresses one or more of the *Rural Program Priority Areas* outlined on pages 3-4 of this solicitation.
- ▶ The project has been submitted by or includes participation from domestic violence victim services programs and those victim services programs involved in the project meet the criteria listed on pages 10-11 of this solicitation.
- ▶ The proposal demonstrates collaboration between domestic violence victim advocates; representatives of the criminal justice system, such as law enforcement, prosecution, the courts, and probation; health care providers; and community organizations, and the proposal demonstrates the required collaboration through a memorandum of understanding (MOU). The MOU clearly defines the roles and responsibilities each organization or agency will assume to ensure success of the proposed project. Or, the applicant is a domestic violence victim services program applying on its own behalf and has submitted a memorandum requesting an exemption and met the criteria for victim services programs listed on pages 8-10 of this solicitation.
- ▶ The project demonstrates meaningful attention to the safety of victims and would hold perpetrators accountable for their criminal behavior. In addition, the project does not include any activities that may compromise victim safety, particularly those listed on pages 4-6.
- ▶ Proposals from state agencies applying on the behalf of multiple communities reflect a cohesive plan to address domestic violence, dating violence, and child victimization throughout rural regions of the state and include state domestic violence coalitions (and tribal governments or coalitions, if applicable) in the development and implementation of the project.
- ▶ The proposal clearly details the need for the project and details the rural and demographic characteristics of the region in which services will be provided.
- ▶ The proposal clearly describes the population to be served including diverse, traditionally underserved populations of victims of domestic violence, dating violence, and child victimization.
- ▶ The soundness and innovation of the proposed project activities are clearly described.
- ▶ The soundness of the planning and implementation strategy, organizational and staff capability, and general time frame are evident.
- ▶ The budget is reasonable and relates directly to proposed project activities.
- ▶ The proposal includes a statement describing the applicant's willingness and capacity to continue the project after Rural Program funds are no longer available and a brief narrative describing how the costs of sustaining this project will be gradually absorbed by states, tribes and local communities over time.
- ▶ The applicant is willing to share the results of the project with other jurisdictions that may be

interested in initiating a similar approach.

In addition to the criteria set forth above, current grantees applying for continuation or supplemental funding will be rated on the following criteria:

- ▶ The proposal discusses the effectiveness of the current project, the status of the current goals and objectives, and demonstrates that the implementation of the current project has progressed in a timely manner as outlined in the original proposal.
- ▶ The grantee has complied with all special conditions of their existing grant award from the Office of Justice Programs.
- ▶ The grantee has adhered to programmatic and financial reporting requirements.
- ▶ The grantee has completed the project goals, objectives and products according to the approved time line.
- ▶ The grantee has demonstrated maximum utilization of available resources and a willingness and ability to continue the project after the Rural Program funds are no longer available.
- ▶ The grantee has appropriately utilized and actively participated in VAWO-sponsored technical assistance.
- ▶ The grantee has received financial clearances on all current grants from OJP.
- ▶ The grantee can demonstrate that current funding will be expended on or before May 31, 2003.
- ▶ The grantee has complied with the OMB audit requirement.

REVIEW PROCESS

Subject to the availability of a Congressional appropriation for the Rural Program, OJP will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of Native experts on domestic violence and child victimization. The panels will review the information provided in the application against the selection criteria for the program. The applications that demonstrate the greatest promise for improving domestic violence, dating violence

and child victimization responses in rural states and communities will be reviewed by OJP staff as well. Based on these recommendations the Assistant Attorney General of the Office of Justice Programs will make the final funding decision.

How To Apply

OJP requires you to submit your application for funding through the **GMS**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

Please Note: OJP policy requires that all applicants submit their applications electronically in order to be considered for a grant under the Rural Program. However, if the applicant notifies

VAWO in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, VAWO may, in its discretion, allow submission of the application through the U.S. Mail and other carriers. However, applicants must continue their efforts to submit their applications electronically.

Final applications will only be accepted through our on-line applications system **unless the applicant receives prior approval in writing from the Violence Against Women Office to submit the application through the U.S. Mail and other carriers.** Written approval to submit an application in hard copy will only be granted consistent with the policy described above. An application approved for submission in hard copy will only be accepted if postmarked no later than January 10, 2002.

To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS on page 25 of this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

All applicants intending to apply for this funding are encouraged to **submit the non-binding letter of intent** included in Appendix D to VAWO by **December 14, 2001**. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. **You may fax the letter to VAWO at (202) 354-4140, attention: Julie Johnston** (do not fax this letter to (202) 354-4147). We will use these letters to forecast the number of peer review panels needed to review competitive applications and to identify potential conflicts of interest. (See appendix D for a sample letter of intent.)

Applications will be accepted immediately but must be received no later than January 10, 2002.

Please Note: The processing of awards for this program is subject to the availability of a Congressional appropriation.

A completed application will include items submitted on the Internet through GMS. Please follow the steps listed below to ensure that your application is complete.

Step One: Submit the following information online through GMS:
See Quick-Start Guide

- G Application for Federal Assistance (SF-424)
- G Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G Abstract and Project Narrative
Note: Submit online as an attachment.
- G Budget Worksheet and Narrative
Note: Submit online as an attachment, and include the Budget Detail Worksheet as part of the attachment.
- G Other Program Attachment
Note: Submit online as an attachment.

Step Two: Fax the following required documents:

*If the following documents are not available electronically they must be faxed to OJP as part of your application. Documents must be faxed to both 202/354-4140 and 202/354-4147.
Important: Please reference the Rural Domestic Violence and Child Victimization Enforcement Grant Program and your GMS application number on each page of each document. If applicants have electronic versions of any of these documents, please submit them online as an "Other Program Attachment."*

- G Memorandum of Understanding
- G Letter of Nonsupplanting
- G Indirect Cost Rate Agreements, if applicable
- G Map for multi-jurisdictional projects, if applicable

Due Date

All materials must be received by 5:30 pm (EST) on January 10, 2002.

Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.**

If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2002 Rural Program solicitation and begin working on it so that your registration will be sent to VAWO. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.
- ◆ **Step 4.** To submit your application online, complete the on-screen *424 / Application for Federal Assistance* upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and nonsupplantation letter) must be faxed to both (202) 354-4140 and (202) 354-4147. *You must include your GMS application number and the Program title of the VAWO program to which you are applying on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**. **If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

APPENDIX A

Standard Application Form (SF-424)

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant identifier	
		3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier			

5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, state and zip code):			Name and telephone number of the person to be contacted on matters involving the application (give area code)		
6. EMPLOYER IDENTIFICATION (EIN) <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____			A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:			9. NAME OF FEDERAL AGENCY:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$ _____ .00	
b. Applicant	\$ _____ .00	
c. State	\$ _____ .00	
d. Local	\$ _____ .00	
e. Other	\$ _____ .00	
f. Program Income	\$ _____ .00	
g. TOTAL	\$ _____ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED		
a. Typed Name of Authorized Representative		b. Title
d. Signature of Authorized Representative		c. Telephone number e. Date Signed

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

18

Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

APPENDIX B

Assurances & Certifications Regarding Lobbying; Debarment,
Suspension, and Other Responsibility Matters; and Drug-free
Workplace Requirements

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency:	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, <i>if known</i>:	9. Award Amount, <i>if known</i>: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX C

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	-
----------------------	--------------------	-------------	---

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item

Computation

Cost

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items

Computation

Cost

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project

costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	$(\$50,000 \times 100\% \times 2\text{yrs})$	\$100,000
2 Advocates	$2 \times (\$50,000 \times 100\% \times 2\text{yrs})$	\$200,000
Administrative Assistant	$(\$40,000 \times 50\% \times 2\text{yrs})$	<u>\$ 40,000</u>
		\$340,000
Cost of living increase	$(\$300,000 \times 2\% \times 1\text{yr.})$	\$ 6,000
Overtime <i>for</i> investigator and advocates	$(\$37.5/\text{hr} \times 100 \text{ hrs} \times 3)$	\$ 11,250

The investigator will be assigned exclusively to domestic violence cases in order to create a domestic violence unit in the police department. The advocates will be employed by the nonprofit, nongovernmental domestic violence shelter but assist victims in collaboration with the police department as a member of the domestic violence unit. A half-time secretary will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all full-time personnel 12-months prior to the end of the grant. Overtime will be needed during some investigations.

TOTAL \$357,250

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator & Advocates		
Employer's FICA	\$300,000 x 7.65%	\$22,950
Retirement	\$300,000 x 6%	\$18,000
Health Insurance	\$300,000 x 12%	\$36,000
Workman's Compensation	\$300,000 x 1%	\$ 3,000
Unemployment Compensation	\$300,000 x 1%	\$ 3,000
Overtime		
FICA	\$11,250 x 7.65%	\$ 860
Workman's Compensation	\$11,250 x 1%	\$ 112
Unemployment Compensation	\$11,250 x 1%	\$ 112
		TOTAL <u>\$84,034</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
\$20,000 OJP-designated Technical Assistance:				
4 persons to attend 5 trainings (Locations unknown at this time.)				
		Airfare	(5 trips x 4 people x \$450)	\$ 9,000
		Hotel	(5 trips x 4 people x \$75/night X 5 nights)	\$ 7,500
		Meals	(5 trips x 4 people x \$35/day X 5 days)	\$ 3,500

The organization's established travel policies will be utilized.

TOTAL \$20,000

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items

should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Pentium III Computers	(\$2,000 x 3)	\$6,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information.

TOTAL \$6,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$ 1200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigator and advocates to train patrol officers how to preserve crime scene evidence.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL \$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer State Domestic Violence Coalition	(\$150/day x 16 days)	\$2,400

Jane Doe, Domestic Violence Trainer of the State Domestic Violence Coalition, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$2,400

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Mileage	In-State Travel	(100mi x 4 trips x \$ 0.34/mi)	\$ 136
Hotel and Meals		(\$100/day x 20 days)	\$2,000

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project.

Subtotal \$2,136

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>		<u>Cost</u>
Not applicable	Subtotal	<u>\$0</u>
	TOTAL	<u>\$4,536</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$12/sq. Ft.) (\$700 mo. x 24 mo.)	\$16,800
This rent will pay for space for the investigator and space for the advocates in the domestic violence unit. No space is currently available in city owned buildings and a separate space will allow the advocates the privacy and confidentiality needed for appropriately serving victims.		
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$100/mo. x 24)	\$ 2,400
	TOTAL	<u>\$ 21,600</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
	TOTAL	<u>\$0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$ 357,250</u>
B. Fringe Benefits	<u>\$ 84,034</u>
C. Travel	<u>\$ 20,000</u>
D. Equipment	<u>\$ 6,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 4,536</u>
H. Other	<u>\$ 21,600</u>
Total Direct Costs	<u>\$ 496,100</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$ 496,100</u>
Federal Request	<u>\$ 496,100</u>
Non-Federal Amount	<u>\$ NA</u>

APPENDIX D

Letter of Intent

Letter of Intent

Dear OJP's Violence Against Women Office:

I intend to apply for funds under the Rural Domestic Violence and Child Victimization Grant Program.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/ZIP: _____

Phone: _____

FAX: _____

E-mail: _____

Please Mail, Email or FAX to:

Julie Johnston
Violence Against Women Office
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531
Fax: (202) 354-4140
Email: Johnston@ojp.usdoj.gov

Please submit no later than December 14, 2001

APPENDIX E

Sample Letter of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

[**Applicant**] certifies that any funds awarded through the Rural Domestic Violence and Child Victimization Enforcement Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The[**name of applicant**] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

Please fax to both 202/354-4140 and 202/354-4147. Please reference the *Rural Domestic Violence and Child Victimization Enforcement Grant Program* and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under “*Other Program Attachment*.”

APPENDIX F

Single Points of Contact

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012

Telephone (602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental
Services, Department of Finance and
Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203

Telephone: (501) 682-1074
FAX: (501) 682-5206
tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 121
Sacramento, California 95814

Telephone (916) 323-7480

FAX (916) 323-3018

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903

Telephone: (302) 739-3326
FAX: (302) 739-5661
fbooth@state.de.us

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. &
Development.
717 14th Street, N.W. - Suite 500
Washington, D.C. 20005

Telephone: (202) 727-6554
FAX: (202) 727-1617

FLORIDA

Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100

Telephone: (904) 922-5438
FAX: (904) 487-2899
cherie.trainor@dcs.state.fl.us

GEORGIA

Deborah Stephens
Administrator
Georgia State Clearinghouse
254 Washington Street, S.W. - Room
401J
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or
FAX: (404) 656-7901
ssda@mail.opb.state.ga.us

ILLINOIS

Virginia Bova
State Single Point of Contact
Department of Commerce and
Community Affairs
620 East Adams
Springfield, Illinois 62701

Telephone: (217) 814-6028
FAX: (217) 814-1800

INDIANA

Frances Williams
State Budget Agency

212 State House
Indianapolis, Indiana 46204

Telephone: (317) 232-2972
FAX: (317) 233-3323

IOWA

Steven R. McCann
Division for Community Assistance,
Iowa Department of Economic
Development
200 East Grand Avenue
Des Moines, Iowa 50309

Telephone: (515) 242-4719
FAX: (515) 242-4859
steve.mccann@ided.state.ia.us

KENTUCKY

Kevin J. Goldsmith, Director
Sandra Brewer, Executive Secretary
Intergovernmental Affairs
Office of the Governor
700 Capitol Center Avenue
Frankfort, Kentucky 40601

Telephone: (502) 564-2611
FAX: (502) 564-2849
sbrewer@mail.state.ky.us

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333

Telephone: (207) 287-3261
FAX: (207) 287-6489
joyce.benson@state.me.us

MARYLAND

Linda Janney, Manager
Plan and Project Review
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2365

Telephone: (410) 767-4490
FAX: (410) 767-4480
linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of
Governments
1900 Edison Plaza
660 Plaza Drive
Detroit, Michigan 48226

Telephone: (313) 961-4266
FAX: (313) 961-4869
pfaff@semcog.org

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and
Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087

Telephone: (601) 359-6762
FAX: (601) 359-6764

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office Of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri 65102

Telephone: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710

Telephone: (702) 687-4065
FAX: (702) 687-3983
Contact: Heather Elliot
(702) 687-6367
helliot@govmail.state.nv.us

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of
State Planning
Attn: Intergovernmental Review
Process
Mike Blake
2 ½ Beacon Street
Concord, New Hampshire 03301

Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW MEXICO

Nick Mandell
Local Government Division
Room 201 Bataan Memorial
Building
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640
FAX (505) 827-4984

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224

Telephone: (518) 474-1605
FAX (518) 486-5617

NORTH CAROLINA

Jeanette Furney (Grants)
Chrys Baggett (Environment)
N.C. State Clearinghouse
Office of the Secretary of
Administration.
116 West Jones Street
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of
Contact
Office of Intergovernmental
Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094
FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411

*Please direct correspondence and
questions about*

intergovernmental review to:

Linda Wise
Telephone: (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-
5870

Telephone: (401) 222-2280

FAX: (401) 222-2083

SOUTH CAROLINA

Rodney Grizzle
State Single Point of Contact
Budget and Control Board
Office of the Governor
1122 Ladies Street - 12th Floor
Columbia, South Carolina 29201

Telephone: (803) 734-0485
FAX: (803) 734-0645
agrizzle@budget.state.sc.us

TEXAS

Tom Adams
Governors Office
Director, Intergovernmental
Coordination
P.O. Box 12428
Austin, Texas 78711

Telephone: (512) 463-1771
FAX: (512) 463-1888
tadams@governor.state.tx.us

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114

Telephone: (801) 538-1535
FAX: (801) 538-1547
cwright@state.ut.us

WEST VIRGINIA

Fred Cutlip, Director
West Virginia Development Office
Building #6, Room 645
State Capitol
Charleston, West Virginia 25305
Telephone: (304) 558-0350
FAX: (304) 558-0362
fcutlip@wvdo.org

WISCONSIN

Jeff Smith, Section Chief
State/Federal Relations
Wisconsin Department of
Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707

Telephone: (608) 266-0267
FAX: (608) 267-6931
sjt@mail.state.wi.us

WYOMING

Sandy Ross
State Single Point of Contact
Department of Administration and
Information
2001 Capitol Avenue, Room 214
Cheyenne, WY 82002

Telephone: (307) 777-5492
FAX: (307) 777-3696
srossl@misc.state.wy.us

TERRITORIES

GUAM

Joseph Rivera, Acting Director
Bureau of Budget and Management
Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910

Telephone: 011-671-475-9411
FAX: 011-671-472-2825

PUERTO RICO

Jose Cabellero-Mercado
Chairman
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119

Telephone: (809) 727-4444 or
(809) 723-6190
FAX: (809) 724-3270 or

NORTH MARIANA ISLANDS

Alvaro A. Santos, Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950

Telephone: (670) 664-2256
FAX: (670) 664-2272
Contact person: Ms. Jacoba T.
Seman
Federal Programs Coordinator

Telephone: (670) 664-2289
FAX: (670) 664-2272

VIRGIN ISLANDS

Nellon Bowry
Director, Office of Management and
Budget

#41 Norregade Emancipation Garden
Station
Second Floor
Saint Thomas, Virgin Islands 00802

*Please direct all questions and
correspondence about
intergovernmental review to:
Daisey Millen
Telephone: (809) 774-0750
FAX: (809) 776-0069*

APPENDIX G

State Agencies Administering the STOP Violence Against Women Formula Grants Program

FY 2001 STOP Violence Against Women Formula Grants Program

List of Designated State Agencies

State Contacts

Alabama

Mr. Doug Miller
Division Chief
Alabama Department of
Economic & Community Affairs
Law Enforcement/ Traffic
Safety Division
401 Adams Ave. - P.O. Box
5690
Montgomery, Alabama 36103-
5690
(334) 242-5843 (Direct Line)
(334) 242-5803 (Main Number)
(334) 242-0712-fax

Alaska

Ms. Trisha Gentle
Executive Director
Council on Domestic Violence
& Sexual Assault
P.O. Box 111200
Juneau, Alaska 99811
(*Street address-450 Whittier
St., Rm. 207--Juneau, Alaska
99811)
(907) 465-4356; (907) 465-
3627-fax

American Samoa

La'aulii A. Filoiali

Executive Offices of the
Governor
Criminal Justice Planning
Agency
Pago Pago, American Samoa
96799
[011](684) 633-5221
[011](684) 633-7552

Arizona

Ms. Donna Irwin, Program
Manager
(dirwin@azgov.state.az.us)
Governor's Office for Domestic

Violence Prevention
1700 West Washington, Suite
101-F
Phoenix, Arizona 85007
(602) 542-1764; (602) 542-
5522-fax

Arkansas

Ms. Mary Ruth Parker, Project
Coordinator
Office of Intergovernmental
Services
Department of Finance and
Administration
1509 West 7th Street, P.O. Box
3278
Little Rock, Arkansas 72201
(501) 682-5149; (501) 682-
5155-fax

California

Ms. Maria Elena Rubick,
Assistant Division Chief
(mariaelena.rubick@ocjp.ca.gov
)
Victim Service/Violence
Prevention Division
Governor's Office of Criminal
Justice Planning
1130 K Street, Suite 300
Sacramento, California 95814
(916) 323-7736; (916) 324-
8554-fax

Colorado

Ms. Wendell Graham, Planning
Grants Officer
Colorado Victims Program
Division of Criminal Justice
Department of Public Safety
700 Kipling Street, Suite 1000
Denver, Colorado 80215
(303) 239-5728; (303) 239-
5743-fax

Connecticut

Ms. Lisa Secondo
Planning Specialist
State Office of Policy and
Management
450 Capitol Avenue, MS
#52CPD
Hartford, Connecticut 06106
(860) 418-6391; (860) 418-
6496-fax

Delaware

Ms. Maureen Querey, Planning
Coordinator
Delaware Criminal Justice
Council
Carvel State Office Building
10th Floor
820 N. French Street
Wilmington, Delaware 19801
302/577-5025; (302) 577-3440-
fax

District of Columbia

Ms. Kimberly Woodard
Program Manager
Justice Grants Administration
717 14th Street, NW, Suite
1200
Washington, D.C. 20005
(202) 727-6537; (202) 727-1617
or (202) 727-1645-fax

Florida

Ms. Pat Barrett
Planning Manager
Department of Children and
Families
1317 Winewood Boulevard
Tallahassee, Florida 32399-
2100
(850) 414-8312; (850) 922-
6720-fax

Georgia

Ms. LaSonja Fillingame
Program Director
Criminal Justice Coordinating
Council
503 Oak Place, Suite 540
Atlanta, Georgia 30349
(404) 559-4949; (404) 559-
4960-fax

Guam

Ms. Cecila A.Q. Morrison
Executive Director
Governor's Community
Outreach
Federal Programs Office
Office of the Governor
P.O. Box 2950
Agana, Guam 96913
(FedEx.: 205-207 E. Sunset
Blvd. Tiyan, Guam 96913)
[011] (671) 472-9162
[011] (671) 477-4826-fax

Hawaii

Mr. Tony Wong
Planning Specialist
Resource Coordination Division
Department of the Attorney
General
425 Queen Street
Honolulu, Hawaii 96813
(808) 586-1282; (808) 586-
1373-fax

Idaho

Mr. Steve Raschke
Grants Management Supervisor
Idaho Department of Law
Enforcement
P.O. Box 700
Meridian, Idaho 83680-0700
(208) 884-7042; (208) 884-
7094-fax

Illinois

Mr. Robert Taylor, Senior
Associate
Federal and State Grants
Division

Illinois Criminal Justice
Information Authority
120 South Riverside Plaza,
Suite 1016
Chicago, Illinois 60606
(312) 793-8550; (312) 793-
8422-fax

Indiana

Ms. Melissa Moland
Criminal Justice Institute
302 W. Washington Street
Room E-209
Indianapolis, Indiana 46204
(317) 232-1233; (317) 232-
4979-fax

Iowa

Ms. Rebecca Kinnamon
Program Coordinator
Governor's Alliance on
Substance Abuse
Lucas State Office Building
East 12th & Grand
Des Moines, Iowa 50319
(515) 242-6379; (515) 242-
6390-fax

Kansas

Ms. Juliene A. Maska
Victims' Rights Coordinator
Office of the Attorney General
2nd Floor Judicial Center
120 SW 10th Ave.
Topeka, Kansas 66612
(785) 296-2215; (785) 291-
3875-fax; (785) 296-6296

Kentucky

Ms. Donna Langley, Program
Coordinator
Division of Grants Management
Kentucky Justice Cabinet
403 Wapping Street
Bush Building, 2nd Floor
Frankfort, Kentucky 40601
(502) 564-3251 (502) 564-
4840-fax

Louisiana

Mr. Ronald Schulingkamp
Victim Services Program
Manager
Louisiana Commission on Law
Enforcement
1885 Wooddale Boulevard
Room 708
Baton Rouge, Louisiana
70806-1511
(225) 925-1757; (225) 925-
1998-fax

Maine

Mr. Peter Brough
STOP Grant Administrator
Maine Department of Public
Safety
164 State House Station
Augusta, Maine 0433-0164
(207) 624-8756 (Direct Line)
(207) 624-8763; (207) 624-
8768-fax

Maryland

Ms. Pat Baker-Simon, VAWA
Coordinator
Governor's Office of Crime
Control & Prevention
300 East Joppa Road
Suite 1105
Towson, Maryland 21286-
3016
(410) 321-3521 ext. 356; (410)
321-3116-fax

Massachusetts

Ms. Marilee Kenney Hunt,
Director
VAWA Grant Program
Executive Office of Public
Safety Programs Division
(Massachusetts Committee on
Criminal Justice)
1 Ashburton Place, Suite 2110
Boston, MA 02108
(617) 727-6300; (617)
727-5356-fax

Michigan

Ms. Deborah Cain
Executive Director
Family Independence Agency
235 South Grand Ave.
Suite 508
Lansing, Michigan 48933
(517) 335-6388-ph; (517) 241-8903-fax

Minnesota

Ms. Rachel Bandy, Director
Domestic Violence & Sexual
Assault
Minnesota Center for Crime
Victim Services
245 East 6th Street
Suite 705
St. Paul, Minnesota 55101
(651) 282-6256; (651) 296-5787-fax

Mississippi

Mr. Herbert Terry, Director
Office of Justice Programs
Division of Public Safety
Planning

Mississippi Department of
Public Safety

P.O. Box 23039
Jackson, Mississippi 39225-3039
(601) 359-7880; (601) 359-7832-fax

Missouri

Vicky Scott,
Victim Assistance Program
Specialist
Missouri Department of Public
Safety
P.O. Box 749
Jefferson City, Missouri 65102-0749
(573) 751-4905; (573) 751-5399-fax

Montana

Nancy Knight
Program Coordinator
Montana Board of Crime
Control
3075 North Montana Avenue
(or PO Box 201408)
Helena, Montana 59620-1408
(406) 444-1995; (406) 444-4722-fax

Nebraska

LaVonna Evans
Federal Aide Administrator
Nebraska Commission on Law
Enforcement & Criminal Justice
P.O. Box 94946
301 Centennial Mall South
Lincoln, Nebraska 68509
(402) 471-2194; (402) 471-2837-fax

Nevada

Frankie Sue Del Papa
Attorney General
Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701-4717
(775) 684-1100; (702) 684-1108-fax

New Hampshire

Mark C. Thompson
Director of Administration
State of New Hampshire
Department of Justice
33 Capitol Street
Concord, New Hampshire 03301
(603) 271-1234; (603) 271-2110-fax

New Jersey

Theresa Martinac, Chief
Office of Victim-Witness
Advocacy
Division of Criminal Justice
Department of Law and Public

Safety

Hughes Justice Complex
P.O. Box 085
Trenton, NJ 08625
(609) 588-6475 (Direct Line)
(609) 588-3175; (609) 588-7890-fax

New Mexico

Larry Tackman
Director
Crime Victims' Reparation
Commission
8100 Mountain Road, NE -
Suite 106
Albuquerque, New Mexico 87110
(505) 841-9432; (505) 841-9437-fax

New York,

Margaret Chretien, Program
Coordinator
Office of Funding and Program
Assistance
New York State Division of
Criminal Justice Services
Executive Park Tower
Stuyvesant Plaza
Albany, New York 12203
(518) 485-9607; (518) 485-8357-fax

North Carolina

Barry Bryant, Administrator
Division of Governor's Crime
Commission
Department of Crime Control &
Public Safety
1201 Front Street
Raleigh, North Carolina 27609
(919) 733-4564; (919) 733-4625-fax

North Dakota

Mary Dasovick
Domestic Violence/Rape Crisis
Division of Maternal & Child
Health

Department of Health
600 East Boulevard
Bismarck, North Dakota
58505-0200
(701) 328-3340; (701) 328-1412-fax

Northern Mariana Islands

Harry C. Blanco, Executive
Director
Criminal Justice Planning
Agency
P.O. Box 1133 CK
Fed.Ex.: CIPA, c/o Office of
the Governor, Capitol Hill
Saipan, Northern Mariana
96950
(670) 664-4550; (670) 664-4560
fax

Ohio

Stephanie Graubner
Nelson(Graubner@ocjs.state.oh.
us)
VAWA Grants Coordinator
Office of Criminal Justice
Services
400 East Town Street, Suite
300
Columbus, Ohio 43215
(614) 728-8738; (614) 466-0308-fax

Oklahoma

Louietta Jones
Director of Federal Programs
District Attorneys Council
2200 Classen Boulevard, Suite
1800
Oklahoma City, Oklahoma
73106
(405) 264-5008; (405) 264-5095-fax

Oregon

Renee Kim, Grants Coordinator
Criminal Justice Services
Division
Department of State Police

400 Public Service Building
Salem, Oregon 97310
(503) 378-3725 ext. 4148
(503) 378-6993-fax

Pennsylvania

Michael Pennington, Manager
(THIS IS A CHANGE)
Victim Services Program
Commission on Crime &
Delinquency
P.O. Box 1167
Harrisburg, PA 17108-1167
(717) 783-0551 ext. 3031
(717) 772-4331-fax

Puerto Rico

Laura Ortiz
Project Coordinator
The Commission for Women's
Affairs
Box 11382
Fernandez Juncos Station
San Juan, Puerto Rico 00910
(FedEx.: 151 San Francisco
Street
Old San Juan, Puerto Rico
00901)
(787) 721-7676; (787) 723-3611-fax

Rhode Island

Kirsten Martineau
Interim VAWA Coordinator
Governor's Justice Commission
One Capitol Hill, 4th Floor
Providence, Rhode Island
02908
(401) 222-5349; (401) 222-1294-fax

South Carolina

"BJ" (Barbara Jean) Nelson
Project Administrator
Department of Public Safety
Office of Safety and Grants
5400 Broad River Road
Columbia, SC 29210-4088
(803) 896-8712; (803) 896-

8714-fax

South Dakota

Susan Sheppick
Program Specialist
Domestic Abuse Programs
Department of Social Services
700 Governors Drive
Pierre, South Dakota 57501-2291
(605) 773-4330; (605) 773-6834-fax

Tennessee

Terry Hewitt
STOP Coordinator
Office of Criminal Justice
Programs
Department of Finance &
Administration
312 Eight Avenue North
Suite 1200, William R.
Snodgrass Tennessee Tower
Nashville, TN 37243-1700
(615) 532-3355; (615) 532-2989-fax

Texas

Amiee Snoddy
Program Coordinator
Criminal Justice Division
Office of the Governor
P.O. Box 12428
Austin, Texas 78711
(512) 463-1924 (Direct Line)
(512) 463-1936; (512) 475-2440-fax

Utah

Christine Watters, Program
Manager
Utah Office of Crime Victims
Reparations
350 East 500 South
Salt Lake City, Utah 84111-3326
(801) 238-2360; (801) 533-

4127-fax

Vermont

Lori Hayes, Executive Director
The Vermont Center for Crime
Victims Services
103 South Main Street
Waterbury, Vermont 05671-
2001
(802) 241-1251; (802) 251-
1253-fax
or: Charlie Teske, Grants
Manager (802) 241-1250

Virgin Islands

R. Maria Brady
Director of Victim Witness
Services
Office of the Governor
Law Enforcement Planning
Commission
8172 Sub Base, Suite #3
St. Thomas, Virgin Islands
00802-5803
(340) 774-6400; (340) 776-
3317-fax

Virginia

Mandie Patterson
Chief, Victims Services Section
Department of Criminal Justice
Services
805 East Broad Street, 10th
Floor
Richmond, Virginia 23219
(804) 786-3923; (804) 371-
8981-fax

Washington

Office of Crime Victims
Advocacy-Washington State
Community, Trade, and
Economic Development.
Authorized Official: Mina
Apacible, Assit. Director # 360-
725-2900 or 800-822-1067
Anita Granbois/Pearl Gipson
VAWA Program Coordinator
Department of Community

Trade & Economic

Development

906 Columbia Street, SW

P.O. Box 48300

Olympia, WA 98504-8300

(360) 753-4934; (360) 586-

7176-fax

anitag@cted.wa.gov

West Virginia

Tonia Thomas

Justice Program Administrator

Division of Criminal Justice

Services

1204 Kanawha Boulevard, East

Charleston, West Virginia

25301

(304) 558-8814 ext. 216; (304)

558-0391-fax

Wisconsin

Kittie Smith

VAWA Program Specialist

Office of Justice Assistance

131 West Wilson Street, Suite
202

Madison, Wisconsin 53702-
0001

(608) 261-8762; (608) 266-
6676-fax

Wyoming

Ms. Sharon Montagnino

Director of Victim Services

Office of the Attorney General

123 State Capitol Building

Cheyenne, Wyoming 82002

(307) 777-7841; (307) 777-
6683-fax

APPENDIX H

State Agencies Administering the Byrne Formula Grants Program

**State Offices Administering
The Edward Byrne Memorial State and Local Law Enforcement Assistance
Formula Grant Program**

ALABAMA

LeWayne Freeman, *Director*
Department of Economic
and
Community Affairs
401 Adams Avenue,
P.O. Box 5690
Montgomery, AL 36103-
5690

Contact: Jim Quinn

Phone: (334) 242-5890
Fax: (334) 242-0712

ARKANSAS

Jerry Duran, *Administrator*
Office of Intergovernmental
Services
Department of Finance and
Administration
1515 Building, Suite 417
P.O. Box 3278
Little Rock, AK 72203
Contact: Jerry Duran
Phone: (501) 682-1074
Fax: (501) 682-5206

ALASKA

Colonel Glenn Godfrey,
Director
Alaska State Troopers
5700 East Tudor Road
Anchorage, AK 99507
Contact: Catherine Katsel
Phone: (907) 269-5082
Fax: (907) 337-2059
pckatsel@psafety.state.ak.us

CALIFORNIA

Frank Grimes
Executive Director
Office of Criminal Justice
Planning

1130 K Street, Suite 300
Sacramento, California
95814

Contact: Jim Roth, Chief

Phone: (916) 324-9166
Fax: (916) 327-8714

ARIZONA

Rex M. Holgerson
Executive Director
Arizona Criminal Justice
Commission
1501 West Washington
Street, Suite 207
Phoenix, AZ 85007

**Contact: Joseph R.
Farmer**

Phone: (602) 542-1928
Fax: (602) 542-4852
acjc@goodnet.com(notify
before sending)

COLORADO

Carole Poole, *Acting
Director*
Division of Criminal Justice
700 Kipling Street, 3rd Floor
Denver, CO 80215

Contact: Lance Clem

Phone: (303) 239-4442
Fax: (303) 239-4491
jinmann@aol.com

CONNECTICUT

Leonard F. D'Amico
Under Secretary
Office of Policy and
Management
450 Capitol Avenue, MS
#52CPD
P.O. Box 341441
Hartford, CT 06134-1441

Contact: Jack Bates

Phone: (860) 418-6210
Fax: (860) 418-6496

FLORIDA

Rosa M. Morgan, *Chief*
Department of Community
Affairs

2555 Shumard Oak Blvd.
Tallahassee, FL 32399

Contact: Clayton Wilder

Phone: (850) 488-8016
Fax: (850) 487-4414

DELAWARE

James Kane, *Director*
Criminal Justice Council
Carvel State Office Building
820 N. French Street, 4th FL
Wilmington, DE 19801

Contact: Cheryl Stallman

Phone: (302) 577-8695
Fax: (302) 577-3440

GEORGIA

Martha Gilland, *Director*
Criminal Justice

Coordinating Council
503 Oak Place, Suite 540
Atlanta, GA 30349

Contact: John T. Clower

Phone: (404) 559-4949
Fax: (404) 559-4960

DISTRICT OF COLUMBIA

Norman Dong, *Director*
Office of Grants
Management and
Development
717 14th Street, N.W.
Suite 1200
Washington, D.C. 20005

Contact: Tanya Hatton

Phone: (202) 727-6537

Fax: (202) 727-1617

HAWAII

The Honorable Margery S.
Bronster, *Attorney General*
State of Hawaii
425 Queen Street, Room
221

Honolulu, HI 96813

Contact: Lari Koga

Phone: (808) 586-1151

Fax: (808) 586-1373

IDAHO

E.D. Strickfaden, *Acting
Director*
Idaho Department of Law
Enforcement
P.O. Box 700
Meridian, ID 83680-0700

Contact: Roberta Silva

Phone: (208) 884-7040

Fax: (208) 884-7094

rsilva@dle.state.id.us

IOWA

Dale R. Woolery
Acting Coordinator
Governor's Alliance on
Substance Abuse
Lucas State Office Building,
2nd Floor

Des Moines, IA 50319

Contact: Dale R. Woolery

Phone: (515) 281-3788

Fax: (515) 242-6390

ILLINOIS

Candice M. Kane
Acting Executive Director
Illinois Criminal Justice
Information Authority
120 S. Riverside Plaza
Suite 1016
Chicago, IL 60606

Contact: Robert Taylor

Phone: (312) 793-8550

Fax: (312) 793-8422

KANSAS

Barbara Tombs
Executive Director
Kansas Criminal Justice
Coordinating Council
700 S.W. Jackson, Room
501

Topeka, KS 66603

Contact: Ronald McVeigh

Phone: (913) 296-0926

Fax: (913) 296-0927

rmcveigh@wws.net

INDIANA

Catherine O'Connor
Executive Director
Indiana Criminal Justice
Institute
302 W. Washington St., Rm
E-209

Indianapolis, IN 46204

Contact: Doug Fowler

Phone: (317) 232-1230

Fax: (317) 232-4979

KENTUCKY

Kim Allen, *Director*
Justice Cabinet
Bush Building
403 Wapping Street, 2nd
Floor

Frankfort, KY 40601

Contact: Debra

McGovern

Phone: (502) 564-7554

Fax: (502) 564-4840

LOUISIANA

Michael Ranatza
Executive Director
Louisiana Commission on
Law Enforcement
1885 Wooddale Blvd., Ste
708
Baton Rouge, LA 70806

Contact: Debbie Maggio

Phone: (504) 925-3513

Fax: (504) 925-1998

MAINE

Michael F. Kelly
Acting Commissioner

Department of Public Safety
State House Station 42
Augusta, ME 04333

Contact: David

Giampetruzzi

Phone: (207) 877-8016

Fax: (207) 624-8768

MARYLAND

Michael A. Sarbanes
Executive Director
Governor's Office of Crime
Control and Prevention
300 E. Joppa Road, Suite
1105

Baltimore, MD 21286-3016

Contact: Greg Leyko

Phone: (410) 321-3521

Fax: (410) 321-3116

MASSACHUSETTS

Mike O'Toole
Acting Executive Director
Massachusetts Committee on
Criminal Justice
100 Cambridge St., RM
2100

Boston, MA 02202

Contact: Jane Zuroff

Phone: (617) 727-6300

Fax: (617) 727-5356

MICHIGAN

Darnell Jackson, *Director*
Office of Drug Control
Policy
Michigan National Tower
124 W. Allegan, Suite 1200
Lansing, MI 48913

Contact: Ardith DaFoe

Phone: (517) 373-2952

Fax: (517) 373-2963

MINNESOTA

Mary Ellison
State Administrator
Minnesota Department of
Children, Families
and Learning
Office of Drug Policy and
Violence Prevention
550 Cedar Street, Suite 409
St. Paul, MN 55101

Contact: Jeri Boisvert

Phone: (612) 296-0922

Fax: (612) 297-7313

MISSISSIPPI

Ron Sennett, *Interim Director*
Division of Public Safety
Planning
Department of Public Safety
401 North West Street, 8th Flr
P.O. Box 23039
Jackson, MS 39225-3039
Contact: Joyce Word
Phone: (601) 359-7880
Fax: (601) 359-7832

NEBRASKA
Allen L. Curtis
Executive Director
Nebraska Commission on
Law Enforcement &
Criminal Justice
301 Centennial Mall South,
5th Floor
P.O. Box 94946
Lincoln, Nebraska 68509
Contact: Nancy Steeves
Phone: (402) 471-3416
Fax: (402) 471-2837

MISSOURI
Gary B. Kempker, *Director*
Missouri Department of
Public Safety
Truman State Office
Building
Room 870, P.O. Box 749
Jefferson City, MO 65102-
0749
Contact: Pete Fleishman
Phone: (573) 751-4905
Fax: (573) 751-5399

NEVADA
John Drew, *Director*
Department of Motor
Vehicles and Public Safety
555 Wright Way
Carson City, NV 89711-
0900
Contact: Sandra Mazy
Phone: (702) 687-5282
Fax: (702) 687-8798

MONTANA
Gene Kiser, *Executive Director*
Montana Board of Crime
Control
303 North Roberts

Scott Hart Bldg.
Helena, MT 59620
Contact: Cathy Kendall
Phone: (406) 444-3604
Fax: (406) 444-4722

NEW HAMPSHIRE
Mark C. Thompson
Director of Administration
Office of the Attorney
General
33 Capitol Street
Concord, NH 03301
Contact: Gale Dean
Phone: (603) 271-7987
Fax: (603) 271-2110

NEW JERSEY
Paul H. Zoubek, *Director*
Division of Criminal Justice
Department of Law and
Public Safety
25 Market Street
CN 085
Trenton, NJ 08625-0085
Contact: Dennis O'Hara
Phone: (609) 292-5939
Fax: (609) 292-1451

NORTH CAROLINA
Mr. Robin L. Lubitz,
Director
Governor's Crime
Commission
3824 Barrett Drive, Suite
100
Raleigh, NC 27609
Contact: Craig Turner
Phone: (919) 773-4564
Fax: (919) 571-4745

NEW MEXICO
Darren P. White
Cabinet Secretary
Department of Public Safety
P.O. Box 1628
Santa Fe, New Mexico
87504
Contact: Donna Farrell
Phone: (505) 827-3420
Fax: (505) 827-3398

NORTH DAKOTA
William Broer, Jr., *Director*
Bureau of Criminal
Investigation
Attorney General's Office
P.O. Box 1054

Bismarck, ND 58502
Contact: Tammy Becker
Phone: (701) 328-5500
Fax: (701) 328-5510

NEW YORK
Katherine Lapp,
Commissioner
New York State Division of
Criminal Justice Services
Executive Park Tower
Stuyvesant Plaza
Albany, NY 12203-3764
Contact: Gary Schreivogl
Phone: (518) 457-8462
Fax: (518) 457-1186

OHIO
John Bender, *Director*
Governor's Office of
Criminal Justice Services
400 East Town Street, Ste
120
Columbus, OH 43215
Contact: Suzanne Webb
Phone: (614) 466-7782
Fax: (614) 466-0308

OKLAHOMA
Suzanne McClain Atwood
Executive Coordinator
District Attorneys Training
&
Coordination Council
2200 Classen Blvd., Ste
1800
Oklahoma City, OK 73106-
5811
Contact: Lou Jones
Phone: (405) 557-6707
Fax: (405) 524-0581

PUERTO RICO
The Honorable José A.
Fuentes Agostini
Attorney General
Department of Justice
Commonwealth of Puerto
Rico
P.O. Box 9020192
San Juan, Puerto Rico
00902-0192

Contact: Luis M. Gonzalez-Javier
Phone: (787) 725-0335
Fax: (787) 725-6144

OREGON

Beverlee Venell, *Director*
Oregon Department of State
Police
Criminal Justice Services
Division
400 Public Service Building
Salem, OR 97310
Contact: Beverlee Venell
Phone: (503) 378-3720
Fax: (503) 378-6993

RHODE ISLAND

Joseph E. Smith
Executive Director
Governor's Justice
Commission
One Capitol Hill, 4th Floor
Providence, RI 02908-5803
Contact: David LeDoux
Phone: (401) 277-2620
Fax: (401) 277-1294

PENNSYLVANIA

James Thomas
Executive Director
Pennsylvania Commission on
Crime and Delinquency
P.O. Box 1167, Federal
Square Station
Harrisburg, PA 17108-1167
Contact: Bob Donovan
Phone: (717) 787-8559 ext.
3064
Fax: (717) 783-7713

SOUTH CAROLINA

Burke Fitzpatrick
Administrator
Office of Safety and Grants
Department of Public Safety
5400 Broad River Road
Columbia, SC 29210-4088
Contact: Ginger P. Dukes
Phone: (803) 896-8706
Fax: (803) 896-8714

SOUTH DAKOTA

James D. Hagen
Chief of Staff
Attorney General's Task
Force on Drugs
State Capitol Building
500 E. Capitol Avenue
Pierre, SD 57501-5070
**Contact: Wanda L.
Fergen**
Phone: (605) 773-6313
Fax: (605) 773-6471

UTAH

S. Camille Anthony
Executive Director
Commission on Criminal and
Juvenile Justice
State Capitol Building, Rm
101
Salt Lake City, UT 84114
Contact: Marvin Dodge
Phone: (801) 538-1031
Fax: (801) 538-1024

TENNESSEE

Patricia B. Dishman,
Director
Office of Criminal Justice
Programs
Department of Finance and
Administration
1400 Andrew Jackson
Building
500 Deaderick Street
Nashville, TN 37243-1700
Contact: Patricia Dishman
Phone: (615) 741-8277
Fax: (615) 532-2989

VERMONT

James Walton, Jr.
Commissioner
Vermont Department of
Public Safety
Waterbury State Complex
103 S. Main Street
Waterbury, VT 05676-0850
**Contact: Capt. Donald
Ravenna**
Phone: (802) 244-8781
Fax: (802) 244-1106

TEXAS

Richard Nedelkoff
Executive Director
Criminal Justice Division
Office of the Governor
P.O. Box 12428, Capitol
Station
Austin, TX 78711
**Contact: Robert J.
Bodisch, SR.**
Phone: (512) 463-1806
Fax: (512) 475-2440

VIRGINIA

Joseph B. Bendetti, Director
Department of Criminal
Justice Services
805 East Broad Street, 10th

Flr

Richmond, VA 23219
Contact: Joe Marshall
Phone: (804) 786-1577
Fax: (804) 371-8981

VIRGIN ISLANDS

Ramon S. Davila
*Police Commissioner/Drug
Policy Advisor*
Virgin Islands Law
Enforcement Planning
Commission
8172 Sub Base, Suite 3
St. Thomas, Virgin Islands
00802
Contact: Helene Smollett
Phone: (809) 774-6400
Fax: (809) 776-3317

WISCONSIN

Jerry Baumbach *Director*
Director
Wisconsin Office of Justice
Assistance
222 State Street, Second
Floor
Madison, Wisconsin 53702
**Contact: Raymond J.
Luick**
Phone: (608) 266-7282
Fax: (608) 266-6676

WASHINGTON

Steve Wells
Assistant Director
Washington State
Department of Community,
Trade & Economic
Development
906 Columbia Street, S.W.
P.O. Box 48300
Olympia, WA 98504
Contact: Paul Perz
Phone: (360) 586-8411
Fax: (360) 586-0489

WYOMING

Thomas J. Pagel, *Director*
Divison of Criminal
Investigation
316 West 22nd Street
Cheyenne, Wyoming 82002
Contact: Jennifer Wroe
Phone: (307) 777-7181
Fax: (307) 777-7252

WEST VIRGINIA

James M. Albert, *Director*
Office of Criminal Justice
& Highway Safety
Department of Military
Affairs & Public Safety
1204 Kanawha Blvd., East
Charleston, W. VA 25301
**Contact: Melissa
Crawford**
Phone: (304) 558-8814
Fax: (304) 558-0391

AMERICAN SAMOA
La'auli A. Filoiali'i, *Director*
Criminal Justice Planning
Agency
American Samoa
Government
Executive Office Bldg., 3rd
Floor
Pago Pago, American Samoa
96799
Contact: Craig Keener
Phone: (9) (011) 684-633-
5221
Fax: (9) (011) 684-633-
7894

**COMMONWEALTH,
NO. MARIANA ISLANDS**
Harry Blanco
Executive Director
Criminal Justice Planning
Agency
Commonwealth of the
Northern Mariana Islands
Office of the Governor
Saipan, MP 96950
Contact: Harry Blanco
Phone: (9) (011) 670-664-
4550
Fax: (9) (011) 670-664-
4560
jack.ogumoro@saipan.com

GUAM
Clifford A. Guzman
Acting Director
Bureau of Planning
Governor's Office
P.O. Box 2950
Agana, Guam 96910
**Contact: Miki Leon
Guerrero**
Phone: (9) (011) 671-472-
4201/4202
Fax: (9) (011) 671-477-
1812

APPENDIX I

Domestic Violence Coalitions

Domestic Violence Coalitions of States and Territories

National Coalition Against Domestic Violence

P.O. Box 18749
Denver, CO 80218
Phone: 303-839-1852
FAX: 303-831-9251

National Coalition Against Domestic Violence

Policy Office
119 Constitution Avenue, NE
Washington, D.C. 20002
Phone: 202-544-7358
FAX: 202-544-7893

National Network to End Domestic Violence

666 Pennsylvania Avenue, SE,
Suite 303
Washington, DC 20003
202-543-5566

Alabama Coalition Against Domestic Violence

P.O. Box 4762
Montgomery, AL 36101
Phone: 334-832-4842
FAX: 334-832-4803

Alaska Network on Domestic Violence and Sexual Assault

130 Seward, rm 209
Juneau, Alaska 99801
(907) 586-3650
Website: www.andvsa.org

Arizona Coalition Against Domestic Violence

100 West Camelback Street,
Suite 109
Phoenix, AZ 85013
Phone: 602-279-2900
FAX: 602-279-2980

Arkansas Coalition Against Domestic Violence

#1 Sheriff Lane, Suite C
Little Rock, AR 72114
Phone: 501-812-0571
FAX: 501-812-0578

California Alliance Against Domestic Violence

926 J Street, Suite 1000
Sacramento, CA 95814
Phone: 916-444-7163
FAX: 916-444-7165

Statewide California Coalition for Battered Women

3711 Long Beach Blvd., #718
Long Beach, CA 90807
Telephone: 562/981-1202
Fax: 981-3202
Toll-free: 888/722-2952
e-mail: sccbw@sccbw.org

Colorado Domestic Violence Coalition

P.O. Box 18902
Denver, CO 80218
Phone: 303-831-9632
FAX: 303-832-7067

Connecticut Coalition Against Domestic Violence

135 Broad Street
Hartford, CT 06105
Phone: 860-524-5890
FAX: 860-249-1408

D.C. Coalition Against Domestic Violence

1532 16th Street, NW
Washington, DC 20036
Phone: 202-745-1211
FAX: 202-745-0888

Delaware Coalition Against Domestic Violence

P.O. Box 847
Wilmington, DE 19899
Phone: 302-658-2958
FAX: 302-658-5049

Georgia Advocates for Battered Women and Children

250 Georgia Avenue, S.E.,
Suite 308
Atlanta, GA 30312
Phone: 404-524-3847
FAX: 404-524-5959

Hawaii State Coalition Against Domestic Violence

98-939 Moanalua Road
Aiea, HI 96701-5012
Phone: 808-486-5072
FAX: 808-486-5169

Idaho Coalition Against Sexual and Domestic Violence

815 Park Blvd., Suite 140
Boise, ID 83712
Phone: 208-384-0419

FAX: 208-331-0687

Illinois Coalition Against Domestic Violence

801 S. 11th St.
Springfield, IL 62703
Phone: 217-789-2830
FAX: 217-789-1939

Indiana Coalition Against Domestic Violence

2511 E. 46th Street, Suite N-3
Indianapolis, IN 46205
TOLL-FREE: 800-332-7385
Phone: 317-543-3908
FAX: 317-568-4045

Iowa Coalition Against Domestic Violence

2603 Bell Avenue, Suite 100
Des Moines, IA 50321
TOLL-FREE: 800-942-0333
Phone: 515-244-8028
FAX: 515-244-7417

Kansas Coalition Against Sexual and Domestic Violence

820 S.E. Quincy, Suite 422
Topeka, KS 66612
Phone: 785-232-9784
FAX: 785-232-9937

Kentucky Domestic Violence Association

P.O. Box 356
Frankfort, KY 40602
Phone: 502-875-4132
FAX: 502-875-4268

Louisiana Coalition Against Domestic Violence

P.O. Box 77308
Baton Rouge, LA 70809-7308
Phone: 504-752-1296
FAX: 504-751-8927

Maine Coalition for Family Crisis Services

128 Main Street
Bangor, ME 04401
Phone: 207-941-1194
FAX: 207-941-2327

Maryland Network Against Domestic Violence

6911 Laurel Bowie Road,
Suite 309
Bowie, MD 20715

TOLL-FREE:
800-MD-HELPS
Phone: 301-352-4574
FAX: 301-809-0422

**Massachusetts Coalition of
Battered Women's Service
Groups/Jane Doe Safety Fund**
14 Beacon Street, Suite 507
Boston, MA 02108
Phone: 617-248-0922
FAX: 617-248-0902

**Michigan Coalition Against
Domestic Violence and Sexual
Assault**
3893 Okemos Road, Ste B2
Okemos MI 48864
ph: 517-347-7000
fax: 517-347-1377

**Minnesota Coalition for
Battered Women**
450 North Syndicate Street,
Suite 122
St. Paul, MN 55104
Phone: 612-646-1109
FAX: 612-646-1527

**Missouri Coalition Against
Domestic Violence**
415 East McCarty
Jefferson City, MO 65101
Phone: 573-634-4161
FAX: 573-636-3728

**Mississippi State Coalition
Against Domestic Violence**
P.O. Box 4703
Jackson, MS 39296-4703
TOLL-FREE: 800-898-3234
Phone: 601-981-9196
FAX: 601-981-2501

**Montana Coalition Against
Domestic Violence**
P.O. Box 633
Helena, MT 59624
Phone: 406-443-7794
FAX: 406-443-7818

**Nebraska Domestic Violence
and Sexual Assault Coalition**
825 M Street, Suite 404
Lincoln, NE 68508-2253
TOLL-FREE: 800-876-6238
Phone: 402-476-6256

**Nevada Network Against
Domestic Violence**
2100 Capurro Way, Suite E
Sparks, NV 89431

TOLL-FREE: 800-230-1955
Phone: 702-358-1171
FAX: 702-358-0546

**New Hampshire Coalition
Against Domestic and Sexual
Violence**
P.O. Box 353
Concord, NH 03302-0353
Phone: 603-224-8893
Fax: 603-228-6096

**New Jersey Coalition for
Battered Women**
2620 Whitehorse/Hamilton
Square Road
Trenton, NJ 08690
TOLL-FREE: for Battered
Lesbians: 800-224-0211 (in NJ
only)
Phone: 609-584-8107
FAX: 609-584-9750

**New Mexico State Coalition
Against Domestic Violence**
P.O. Box 25266
Albuquerque, NM 87125
TOLL-FREE: 800-773-3645
(in NM Only)
Phone: 505-246-9240
FAX: 505-246-9434

**New York State Coalition
Against Domestic Violence**
79 Central Avenue
Albany, NY 12206
TOLL-FREE: 800-942-6906
Phone: 518-432-4864
FAX: 518-463-3155

**North Carolina Coalition
Against Domestic Violence**
301 West Main Street,
Suite 350
Durham, NC 27707
Phone: 919-956-9124
FAX: 919-682-1449

**North Dakota Council on
Abused Women's Services
State Networking Office**
418 East Rosser Avenue,
Suite 320
Bismarck, ND 58501
TOLL-FREE: 800-472-2911
(In ND Only)
Phone: 701-255-6240
FAX: 701-255-1904

**Ohio Domestic Violence
Network**
4041 North High Street,

Suite 400
Columbus, OH 43214-3247
TOLL-FREE: 800-934-9840
Phone: 614-784-0023
FAX: 614-784-0033

**Oklahoma Coalition Against
Domestic Violence**
and Sexual Assault
2525 NW Expressway,
Suite 208
Oklahoma City, OK 73112
phone 405-848-1815
fax 405-848-3469
toll free 1-800-522-7233

**Oregon Coalition Against
Domestic and Sexual Violence**
659 Cottage St NE
Salem, OR 97301
503-365-9644
503-566-7870 fax
ocadsv@teleport.com
www.ocadsv.com

**Pennsylvania Coalition
Against Domestic
Violence/National
Resource Center on Domestic
Violence**
6400 Flank Drive, Suite 1300
Harrisburg, PA 17112-2778
TOLL-FREE: 800-932-4632
Phone: 717-545-6400
FAX: 717-671-8149

**(Puerto Rico)
Coordinadora Paz para la
Mujer, Inc
Proyecto Coalicion Contra la
Violencia Domestica**
P.O. Box 1007 RMS 108
San Juan, Puerto Rico 00919
Telephone: (787) 281-7579
Tel./Fax: (787) 767-6843
Correo electronico:
pazparalamujer@yunque.net

**Rhode Island Coalition
Against Domestic Violence**
422 Post Road, Suite 104
Warwick, RI 02888
TOLL-FREE: 800-494-8100
Phone: 401-467-9940
FAX: 401-467-9943

**South Carolina Coalition
Against Domestic Violence &
Sexual Assault**
P.O. Box 7776
Columbia, SC 29202-7776
TOLL-FREE: 800-260-9293

Phone: 803-750-1222
FAX: 803-750-1246

360/407-0760 TTY

**South Dakota Coalition
Against Domestic Violence
and Sexual Assault**

P.O. Box 141
Pierre, SD 57501
TOLL-FREE: 800-572-9196
Phone: 605-945-0869
FAX: 605-945-0870

**Tennessee Task Force Against
Domestic Violence**

P.O. Box 120972
Nashville, TN 37212
TOLL-FREE: 800-356-6767
Phone: 615-386-9406
FAX: 615-383-2967

**Texas Council on Family
Violence**

8701 North Mopac
Expressway, Suite 450
Austin, TX 78759
Phone: 512-794-1133
FAX: 512-794-1199

**Utah Domestic Violence
Advisory Council**

120 North 200 West, #319
Salt Lake City, UT 84103
TOLL-FREE in Utah:
800-897-LINK
Phone: 801-538-4635
FAX: 801-538-4016

**Vermont Network Against
Domestic Violence and Sexual
Assault**

P.O. Box 405
Montpelier, VT 05601
Phone: 802-223-1302
FAX: 802-223-6943

**Virginians Against Domestic
Violence**

2850 Sandy Bay Road, Suite
101
Williamsburg, VA 23185
TOLL-FREE: 800-838-VADV
Phone: 757-221-0990
FAX: 757-229-1553

**Washington State Coalition
Against Domestic Violence**

8645 Martin Way NE
Suite 103
Lacey, WA 98516
360/407-0756
360/407-0761 FAX

**West Virginia Coalition
Against Domestic Violence**

P.O. Box 85
181B Main Street
Sutton, WV 26601-0085
Phone: 304-965-3552
FAX: 304-765-5071
Website: www.wcadv.org

**Wisconsin Coalition Against
Domestic Violence**

1400 East Washington Avenue,
Suite 232
Madison, WI 53703-3041
Phone: 608-255-0539
FAX: 608-255-3560

**Wyoming Coalition Against
Domestic Violence and Sexual
Assault**

P.O. Box 236
Laramie, WY 82073
Phone: 307-755-5481
FAX: 307-755-5482